

**U.S. Department of Energy
Waste Isolation Pilot Plant (WIPP) Transportation Services (2017)
Draft Solicitation No. DE-SOL-0009438
Pre-solicitation Conference, Site Tour, and One-on-One Sessions**

DOE will conduct a pre-solicitation conference, site tour, and one-on-one sessions for the Waste Isolation Pilot Plant (WIPP) Transportation Services procurement. DOE has scheduled these activities to be held on June 1-2, 2016. (June 1, 2016 is the date of the conference, site tour, and the primary date for one-on-one sessions. June 2, 2016 will be used for additional one-on-one sessions only if necessary, based on the number of sessions requested.)

GENERAL INFORMATION

The Draft RFP is posted to the WIPP Transportation procurement website at: https://www.emcbc.doe.gov/SEB/wipp_transportation_services/draftfppage.php. Interested parties are encouraged to review the Draft RFP prior to the pre-solicitation conference, site tour, and one-on-one sessions. Any questions you would like answered during the pre-solicitation conference or site tour must be submitted via email to WippTransportation@emcbc.doe.gov by 12:00 PM (noon) Eastern Time on May 25, 2016.

Attendance at the pre-solicitation conference, site tours, and one-on-one sessions is not mandatory and absence will not affect the Government's review of any resulting proposal positively or negatively. The Government will not reimburse any entity for expenses related to attendance at these activities. Attendees are responsible for their transportation to and from the events. No meals will be provided.

Each entity (e.g., company, joint venture, or community group) may register up to four (4) representatives for the conference and one-on-one session. Up to three (3) representatives per entity may be registered for the site tour.

REGISTRATION

Pre-registration is required for all events; walk-ins will not be permitted. Register by e-mailing WippTransportation@emcbc.doe.gov with the name, organizational affiliation, telephone number, e-mail address, and citizenship(s) of each proposed attendee no later than 12:00 PM (noon) Eastern Time on May 25, 2016. Please identify which attendee(s) will be participating in each event. You must affirmatively request a one-on-one session if you desire one.

Each attendee shall present one valid form of identification to DOE personnel at check-in to participate in any of the events (a listing of acceptable forms of identification is included on the procurement website). Ensure that each attendee's registration exactly matches the name on their identification; otherwise they may be denied entry.

For time-sensitive questions, you may contact Ms. LeAnn Brock, Contracting Officer, directly at (513) 246-0563 or LeAnn.Brock@emcbc.doe.gov.

SECURITY ISSUES

Tour participants are required to remain with the tour group the entire time. Conference and one-on-one participants will be given instructions on where they are permitted to be.

There are several items that are not allowed at the Carlsbad Field Office (CBFO) or on the tour bus to the WIPP site. These items include real or simulated firearms and ammunition, stun guns, alcoholic beverages, illegal drugs and drug paraphernalia, explosives, hand-held weapons, chemical irritants, and items prohibited by state and federal law. Other items not allowed on the tour, in the conference, or during the one-on-one sessions are copying or transcription devices, electronic recording devices, cameras, radios, music players, cell phones, laptops, tablets, cameras, two-way pagers, thumb or portable hard drives, gaming devices, e-Book devices (e.g. Kindle), smart watches, smart fitness trackers (e.g., Fitbit), and knives or multi-tools with blades longer than three inches. Contraband brought to the WIPP or CBFO Site will be confiscated.

PRE-SOLICITATION CONFERENCE

The pre-solicitation conference will be held on Wednesday, June 1, 2016, in the auditorium at the Skeen Whitlock Building of the CBFO, 4021 National Parks Highway, Carlsbad, New Mexico 88220. Attendees should arrive at check-in by 7:45 AM (CBFO is in the Mountain time zone) and the meeting will begin at 8:00 AM. The conference is anticipated to conclude no later than 10:00 AM.

DOE will provide a briefing of the WIPP Transportation Services procurement, including discussion of the current requirements and specific areas of the Draft RFP. Answers will be given to questions submitted to WippTransportation@emcbc.doe.gov by 12:00 PM (noon) Eastern Time on May 25, 2016. Written questions will also be taken at the conference, but will not be answered at that time. All questions and answers will be posted to the procurement website: https://www.emcbc.doe.gov/SEB/wipp_transportation_services.

Attendees are not allowed to bring recording, copying, or transcription devices into the conference room. Only DOE may record the pre-solicitation conference. Slides presented at the conference will be posted on the procurement website after the conference.

SITE TOUR

Immediately following the conference, participants scheduled for the site tour will be transported from the CBFO to the WIPP Site for a bus tour (only) of the WIPP complex. The tour will enable participants to view where carriers drop off loaded trailers and pick up empty trailers. The site tour bus will not enter secure areas of the WIPP site. The drop off area for loaded trailers can be viewed from outside the security fence and the pick up area for empty trailers is in the front parking area. There will be no surface or underground tour. Site Tours are limited to three (3) representatives per entity.

All tour participants must be able to complete the entirety of the tour and must remain with the tour group at all times. If special accommodations are required, please identify those needs when registering for the tour, otherwise accommodations may not be provided.

Offerors are urged and expected to inspect the site where services are to be performed and satisfy themselves regarding all general and local conditions that may affect the cost of performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

ONE-ON-ONE SESSIONS

Upon completion of the site tour and return to the CBFO, the one-on-one sessions will begin. DOE will hold one-on-one sessions to obtain input from all interested entities regarding the WIPP Transportation Services procurement. The one-on-one sessions are provided as an opportunity for all interested entities to present their thoughts and suggestions on the procurement, including but not limited to, any questions included in the cover letter to the Draft RFP.

DOE will consider all input, will not attribute the input received to any other participant, and will protect any information identified as business sensitive. DOE is not requesting—and will not accept—any company marketing material. Any presentation materials must be in hard copy, since computer equipment will not be permitted or provided in the room. Furthermore, no recording, copying, or transcription devices will be allowed during the one-on-one sessions by attendees.

The one-on-one sessions will be held in the Skeen Whitlock Building and will be scheduled in the afternoon of Wednesday, June 1, 2016 and all day, Thursday, June 2, 2016, if necessary, depending on the number of one-on-one sessions scheduled. The one-on-one sessions will be scheduled in 45 minute intervals. A request for a one-on-one session must be indicated in your registration e-mail. Ms. LeAnn Brock will confirm your registration via e-mail with the date and time of your session. Attendees should plan to meet in the lobby of the Skeen Whitlock Building and will be escorted to the auditorium for their session.

DOE looks forward to continued engagement with industry and other interested parties in a transparent and collaborative manner throughout the procurement process for WIPP Transportation Services.

Pre-Solicitation & Site Tour Agenda

June 1-2 2016

Wednesday, June 1, 2016

8:00 AM – 10:00 AM Pre-Solicitation Conference

10:00 AM – 1:00 PM Site Tour

1:30 PM – 6:30 PM One-on-One Sessions

Thursday, June 2, 2016

8:00 AM – 5:00 PM One-on-One Sessions (if needed)